

**REQUEST FOR PROPOSAL  
BOROUGH ENGINEER  
FOR  
THE BOROUGH OF ROSELLE PARK**

November 30, 2018

Prepared By:



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Victor E. Vinegra, PE, PP, PLS  
License No. 34460

Harbor Consultants, Inc.  
320 North Avenue East  
Cranford, NJ 07016  
908-276-2715  
908-709-1738  
[www.hcicg.net](http://www.hcicg.net)  
[victorv@hcicg.net](mailto:victorv@hcicg.net)

**BOROUGH OF ROSELLE PARK**

**SUBMISSION CHECKLIST**

<b>THE FOLLOWING ITEMS, AS INDICATED BELOW <input checked="" type="checkbox"/>, SHALL BE PROVIDED WITH THE RECEIPT OF SEALED SUBMISSIONS</b>		<b>Initial Here</b>
<input checked="" type="checkbox"/>	Completed RFP Checklist	<u>W</u>
<input checked="" type="checkbox"/>	Completed Submission Form / Qualification Statement	<u>W</u>
<input checked="" type="checkbox"/>	Statement of Ownership Disclosure	<u>W</u>
<input checked="" type="checkbox"/>	Non-Collusion Affidavit	<u>W</u>
<input checked="" type="checkbox"/>	Required EEO/Affirmative Action Evidence & Signed Compliance Notice	<u>W</u>
<input checked="" type="checkbox"/>	Acknowledgement of Americans with Disabilities Act Language of 1990	<u>W</u>
<input checked="" type="checkbox"/>	Disclosure of Investment Activities in Iran	<u>W</u>
<input checked="" type="checkbox"/>	Insurance Requirement Acknowledgement Form	<u>W</u>
<input checked="" type="checkbox"/>	Certification Regarding Political Contributions	<u>W</u>
<input checked="" type="checkbox"/>	New Jersey Business Registration Certificate of Vendor	<u>W</u>
<input checked="" type="checkbox"/>	W-9 of Vendor	<u>W</u>

This checklist is provided for vendor's use in assuring compliance with required documentation; however, it does not include all submission requirements and does not relieve the vendor of the need to read and comply with the RFP.

Name of Vendor: Harbor Consultants Inc

Date: 11-26-18

Signature: X. 

Print Name: Victor E. Vinegra

Title: President

**BOROUGH OF ROSELLE PARK**

**SUBMISSION FORM / QUALIFICATION STATEMENT**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein:**

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Victor E. Vinegra, P.E., P.P., P.L.S.

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Education: Bachelor of Science Degree in Civil Engineering, New Jersey Institute of Technology, 1983

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Professional Engineer State of New Jersey #34460

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Professional Planner State of New Jersey #34460

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Professional Engineer State of Delaware #8003

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President, New Jersey Board of Professional Planners

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Mr. Vinegra is President of Harbor Consultants Inc., and oversees the management and operation of firm, as well as providing engineering, planning and land surveying services for the past 25 years.

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His extensive experience includes the design and management of engineering projects, scheduling of project teams and professional testimony at public hearings. As a Professional Engineer, Land Surveyor and Planner, Mr. Vinegra specialized in the field of land use planning and value based engineering.

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He has completed advanced degrees in environmental engineering and advanced engineering practice in open and closed hydraulic systems.

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He has worked on a variety of jobs and projects such as sanitary sewage pumping facilities, environmental cleanup and remedial design, roadway design, traffic analysis and feasibility studies. He has created and implemented Master Plans for various townships, site plans and subdivision plans from initial concept design to total project build-out.

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He excels in the field of Construction Management, Inspection and Consulting. As a Professional Engineer, he has testified before numerous Planning and Zoning Boards of Adjustment throughout the State of New Jersey. Harbor Consultants performs engineering and design services for construction projects which total over 100 million construction dollars annually.

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**BOROUGH OF ROSELLE PARK**

**SUBMISSION FORM / QUALIFICATION STATEMENT**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein:**

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Anthony G. Gallerano, P.E., P.P.

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Education: Bachelor of Science Degree in Civil Engineering New Jersey Institute of Technology 1983

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Professional Engineer State of New Jersey: #4GE03343500

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Professional Engineer State of Pennsylvania: #PE03833R

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Professional Engineer State of New York: 6735709

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Professional Planner State of New Jersey: 33LI00402100

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Mr. Gallerano is a principal engineer of Harbor Consultants, Inc., and provides engineering, professional planning, project management and design services for projects in both the public and private sectors.

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His experience is in the area of site development, subdivisions, municipal engineering, solid waste management, recreational facilities, public bidding and educational facilities.

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He has provided planning and engineering consulting for municipal planning boards and zoning board of adjustments including application review, expert engineering and planning testimony, zoning ordinance review, master plans and preparation of municipal ordinances.

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His experience includes site design, subdivision, stormwater management, water quality design, utilities design, floodplain management, grading design, roadway improvements, lighting and landscaping plans, underground storage tank removal, spill presentation plans, water system design, pumping stations, soil erosion and sediment control plans, landfill design and regulatory compliance.

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Mr. Gallerano is a licensed Professional Engineer in the State of New Jersey, Pennsylvania and New York and is a licensed Professional Planner in the State of New Jersey.

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**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
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**2. References and record of success of same or similar service:**

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Borough of Garwood: Roadway and Drainage Improvements; Stormwater Management Design and Inspection Services; Site Inspections; Planning Board Service and Review; Zoning Board of Adjustment Service and Review; Land Surveying Services

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Reference: Christina M. Ariemma, RMC Borough Clerk 908-789-0710

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City of Elizabeth: Professional Planning Services; Planning Board reviews; Zoning Board of Adjustment reviews; Site Inspections; Roadway Improvements; Development Application Review; Master Plan Road Reconstruction Projects; Geographic Information System Development

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Reference: Eduardo Rodriguez, Director of Department of Planning & Community Development 908-820-4160

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Township of Berkeley Heights: Township Planner, Redevelopment Studies; Zoning Board of Adjustment Reviews; Municipal Parking Lot Design; Roadway Improvements; Master Plan

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Reference: John Bussiculo, 908-464-2700

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Borough of Kenilworth: Municipal Engineer; Stormwater Management Design and Inspection Services Preparation of Stormwater Management Ordinance; Preparation of Municipal Stormwater Management Plan; Master Plan; Roadway Improvements; Road Reconstruction Projects; Construction Observation Land Surveying Services; Roadway Resurfacing Projects

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Reference: Laura Reinertsen, Borough Clerk 908-276-9090

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**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):**

Harbor Consultants, Inc. is a progressive engineering, planning and land surveying firm with over 30 years experience in New Jersey. Our Professional staff provides a full range of consulting services to our clientele on a multitude of projects. Utilizing the latest advances in technology, Harbor Consultants can expedite your project to meet the most stringent of time frames.

HCI provides diversity in the consulting field by servicing both the public and private sectors. Completed projects range from mini malls to regional mega malls; plot plans to 300 unit subdivisions; roadway resurfacing to major highways; sewer force mains to submerged pipelines; GPS surveys to title surveys; underground tunnel surveying to aerial digital orthro photography.

HCI is presently the consulting Planner for the City of Elizabeth, the Township of Berkeley Heights, the Township of Scotch Plains, Township of Craford, Borough of Englewood Cliffs, Township of Hillisde, the Borough of Kenilworth, the Borough of Garwood and the City of Hackensack. Harbor Consultants is also the Consulting Engineer for the City of Elizabeth and the Borough of Garwood. In addition HCI is the Municipal Engineer for the Borough of Kenilworth.

Harbor Consultants satisfies the requirements and is certified a Small Business Enterprise (SBE) in the State of New Jersey. HCI assists clients in meeting quotas on Set-Aside projects for the New Jersey Department of Transportation (NJDOT), New Jersey Transit, New York & New Jersey Port Authority and the New Jersey Turnpike.

HCI will furnish all equipment, office space and supplies to perform the work and field work necessary for the completion of the project within the time period allotted. The persons who will be assigned to perform the specified work are as follows: Victor E. Vinegra, PE, PLS, PP; Anthony Gallerano, PE, PP; Michael Mistretta, PP, CLA; Christian Cueto, PE, CME; Jose Betances, PE, CME; Katherine O'Kane, PP, AICP. All staff is located at: Harbor Consultants Inc., 320 North Avenue East, Cranford NJ 07016. Harbor Consultants, Inc., is a corporation in the State of New Jersey, in practice since May 1985. HCI is a privately owned company that has been under the same management since the creation of the firm. HCI is fully compliant with all Affirmative Action local, state, and federal regulations with regard to Affirmative

**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
BUT DO NOT SIMPLY ATTACH VENDOR MATERIALS  
AND TYPE/WRITE: "SEE ATTACHED")

**3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):**

Action. A copy of HCI's Certificate of Employee Information Report is contained in this proposal.  
Currently no individuals at Harbor Consultants are disbarred, suspended or prohibited from professional  
practice. Harbor Consultants has not been involved in any bankruptcy or re-organization proceedings.  
Currently no individuals at HCI have any immediate relatives who are Authority employees or elected  
officials.

Professional Services provided, including but not limited to:

Civil Engineering/Site Development; Construction Management & Inspections; Ecological Services;  
Geotechnical Engineering; Grant and Funding Applications; Hydrographic Services; Land Surveying;  
Landscape Architecture; Municipal Engineering; Parks and Recreation Planning/Design; Professional  
Planning; Project Management; Regulatory Compliance; Stormwater Mangement; Structural and  
Building Design; Traffic and Transporation Engineering; Water and Wastewater Engineering; Wetlands  
Studies; Urban Renewal/Development; Riparian Rights.

**SUBMISSION FORM / QUALIFICATION STATEMENT**  
**(CONTINUED)**

(ATTACH ADDITIONAL SHEETS AS NECESSARY,  
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AND TYPE/WRITE: "SEE ATTACHED")

**4. Cost details, including the annual fee for primary duties and the hourly rates of each of the individuals who will perform services, and all expenses for any work that is not included in the primary duties:**

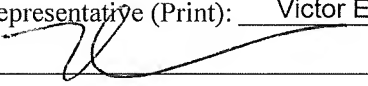
Principal Engineer: \$115
Professional Engineer/Board Review: \$115
Design Engineer: \$95
Junior Engineer: \$75
Principal Planner: \$115
Professional Planner/Board Review: \$115
Project Manager: \$115
Certified Landscape Architect: \$115
Environmental Planner: \$115
GIS/CADD Manager: \$105
Senior CADD & GIS Designer: \$95
CADD Designer/GIS Technician: \$80
Professional Land Surveyor: \$115
Construction Manager: \$115
Construction Observation: \$105
Field Land Surveying Crew: \$190-150

**CERTIFICATION OF PROPOSAL**  
**(Sign Below)**

Firm: Harbor Consultants Inc.

Date: 11/26/18

Authorized Representative (Print): Victor E. Vinegra

Signature: 

Title: President

Telephone No.: 908-276-2715

Fax No.: 908-709-1738



**BOROUGH OF ROSELLE PARK**

**STATEMENT OF OWNERSHIP DISCLOSURE**

**N.J.S.A. 52:25-24.2** (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

**THIS STATEMENT SHALL BE COMPLETED, CERTIFIED TO, AND INCLUDED WITH ALL BID AND PROPOSAL SUBMISSIONS. FAILURE TO SUBMIT THE REQUIRED INFORMATION IS CAUSE FOR AUTOMATIC REJECTION OF THE BID OR PROPOSAL.**

**Name of Organization:** Harbor Consultants Inc

**Organization Address:** 320 North Avenue East, Cranford NJ 07016

**Part I**

**Check the box that represents the type of business organization:**

- ☐ Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- ☐ Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- ☒ For-Profit Corporation (any type)
- ☐ Limited Liability Company (LLC)
- ☐ Partnership
- ☐ Limited Partnership
- ☐ Limited Liability Partnership (LLP)
- ☐ Other (be specific): \_\_\_\_\_

**Part II**

- ☒ The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST ON THE NEXT PAGE IN THIS SECTION)**

OR

- ☐ No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

**STATEMENT OF OWNERSHIP DISCLOSURE**  
(Continued)

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address
Victor E. Vinegra	425 Hazel Ave Garwood NJ 07027

**Part III**

**DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II**

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

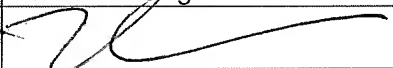
**Please list** the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address
Victor E. Vinegra	425 Hazel Ave Garwood NJ 07027

**STATEMENT OF OWNERSHIP DISCLOSURE**  
(Continued)

**Part IV**  
**Certification**

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the Borough of Roselle Park is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the Borough of Roselle Park to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):	Victor E. Vinegra	Title:	President
Signature:		Date:	11/26/18

**BOROUGH OF ROSELLE PARK**

**NON-COLLUSION AFFIDAVIT**

State of New Jersey  
County of Union

ss.:

I, Victor E. Vinegra of the City of Garwood in  
the County of Union and State of New Jersey full age, being duly  
sworn according to law on my oath depose and say that:

I am President of the firm of Harbor Consultants Inc  
(Title or Position) (Name of Firm)

the bidder making this Proposal for the above named project, and that I executed the said proposal with full  
authority so to do; that said bidder has not, directly or indirectly entered into any agreement, participated in any  
collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above  
named project; and that all statements contained in said proposal and in this affidavit are true and correct, and  
made with full knowledge that the Borough of Roselle Park relies upon the truth of the statements contained in  
said proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure  
such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee,  
except bona fide employees or bona fide employees or bona fide established commercial or selling agencies  
maintained by Harbor Consultants Inc (name of contractor).

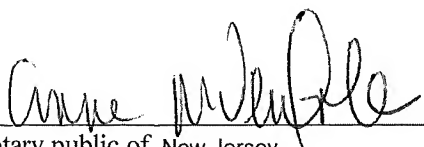
Subscribed and sworn to

before me this 26th day

of November, 2018.

X.   
Signature

Victor E. Vinegra  
(Type or print name of affiant under signature)

  
Notary public of New Jersey

My Commission expires May 2, 2020

**ANNE M VENTOLA**  
ID # 2250800  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
My Commission Expires May 2, 2020

**BOROUGH OF ROSELLE PARK**

**AFFIRMATIVE ACTION COMPLIANCE NOTICE**

**N.J.S.A. 10:5-31 and N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE  
AND GENERAL SERVICE CONTRACTS**

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter);

OR

- b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4;

OR

- c) A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

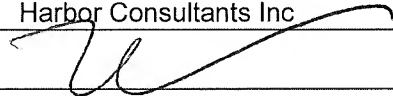
The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1 et seq. and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1 et seq.

COMPANY: Harbor Consultants Inc

SIGNATURE: 

PRINT NAME: Victor E. Vinegra

TITLE: President

DATE: 11/26/18

## **BOROUGH OF ROSELLE PARK**

### **EXHIBIT A**

### **MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

### **GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted Borough employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken

**EXHIBIT A**  
**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**  
**N.J.A.C. 17:27**  
**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**  
**(Continued)**

without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval  
Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance)).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

**BOROUGH OF ROSELLE PARK**

**AMERICANS WITH DISABILITIES ACT OF 1990**

**Equal Opportunity for Individuals with Disability**

The Contractor and the Owner, do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. *§121 01* et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contractor shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from and against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owner shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, If any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the *owner shall* expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, nor shall they be construed to relieve the contractor from any liability, nor preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

The undersigned vendor consents to the full understanding of the forgoing Americans with Disabilities Act Language of 1990:

Bidder/Vendor: Harbor Consultants Inc

Signature: 

Full Name (Print): Victor E. Vinegra

Title: President

Date 11/26/18



**BOROUGH OF ROSELLE PARK**

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

**PART 1: CERTIFICATION**

**BIDDERS MUST COMPLETE PART 1 BY CHECKING EITHER BOX.**

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Bidders must review this list prior to completing the below certification. Failure to complete the certification will render a bidder's proposal non-responsive.

**PLEASE CHECK EITHER BOX:**

☒ I certify, pursuant to Public Law 2012, c. 25, that neither the person/entity listed above nor any of the entity's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

☐ I am unable to certify as above because I or the bidding entity and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

**PART 2**

**PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the form below. (PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED TO MAKE ADDITIONAL ENTRIES, USE ADDITIONAL PAGES).

Name: \_\_\_\_\_

Relationship to Bidder/Vendor: \_\_\_\_\_

Description of Activities: \_\_\_\_\_

Duration of Engagement: \_\_\_\_\_ Anticipated Cessation Date: \_\_\_\_\_

Bidder/Vendor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**  
**(Continued)**

**CERTIFICATION**

I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the below-referenced person or entity. I acknowledge that the Borough of Roselle Park is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of contracts with the Borough of Roselle Park to notify the Borough of Roselle Park in writing of any changes to the answers or information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreements(s) with the Borough of Roselle Park and that the Borough of Roselle Park at its option may declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print): Victor E. Vinegra

Signature: 

Title: President

Date 11/26/18

Bidder/Vendor: Harbor Consultants Inc

**BOROUGH OF ROSELLE PARK**

**INSURANCE REQUIREMENTS AND ACKNOWLEDGEMENT FORM**

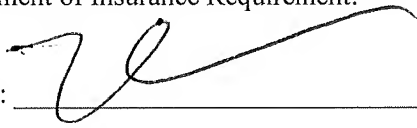
Certificate(s) of Insurance shall be filed with the Borough Clerk's Office upon award of contract by the governing body

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

**PROFESSIONAL LIABILITY INSURANCE**

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgement of Insurance Requirement:

SIGNATURE:  \_\_\_\_\_

DATE: 11/26/18

Victor E. Vinegra, President  
(Printed Name & Title)

## CERTIFICATION REGARDING POLITICAL CONTRIBUTIONS

: SS.

I, Victor E. Vinegra, President of the Firm of  
Harbor Consultants in the County of Union and the State of New Jersey, of \_\_\_\_\_  
\_\_\_\_\_ full age, being duly sworn


I am the President of the firm of Harbor Consultants Inc, the Professional Service Entity making the submissions for the above named Service, and that I executed the said submission with full authority to do so; that said Professional Service Entity acknowledges that it is aware that the Borough of Roselle Park pursuant to Section 2-4 of the Borough Code prohibits the awarding of any public contract to any Professional Service Entity that has contributed in excess of two hundred (\$200.00) dollars to a campaign committee of any Borough of Roselle Park candidate or holder of the public office having ultimate responsibility for the award of the contract, or to any Borough of Roselle Park or Union County Party Committee, or to any political action committee (PAC) that is organized for the primary purpose of promoting or supporting Borough of Roselle Park municipal candidates or municipal officeholders, within one (1) calendar year immediately preceding the date of the contract or agreement.

I further warrant that I have reviewed Borough Code Section 2-4.

Subscribed and sworn to before me  
this 26th day of November, 2018

Annex M. V. Cole  
(Signature of Notary)

**ANNE M VENTOLA**  
ID # 2250800  
NOTARY PUBLIC  
STATE OF NEW JERSEY  
My Commission Expires May 2, 2020

  
(Signature of Professional)  
Name: Victor E. Vinegra  
Title: President

10/25/01

Taxpayer Identification# 222-673-191/000

Dear Business Representative:

Congratulations! You are now registered with the New Jersey Division of Revenue.

Use the Taxpayer Identification Number listed above on all correspondence with the Divisions of Revenue and Taxation, as well as with the Department of Labor (if the business is subject to unemployment withholdings). Your tax returns and payments will be filed under this number, and you will be able to access information about your account by referencing it.

Additionally, please note that State law (Public Law 2001, c.134) requires all contractors and subcontractors with State, county and municipal agencies to provide proof of their registration with the Division of Revenue. The law also amended Section 92 of the Casino Control Act, which deals with the casino service industry.

We have attached a Proof of Registration Certificate for your use. To comply with the law, if you are currently under contract or entering into a contract with a State, county or municipal agency, you must provide a copy of the certificate to the contracting agency.

If you have any questions or require more information, feel free to call our Registration Hotline at (609) 292-1730.

I wish you continued success in your business endeavors.

Sincerely,



Patricia A. Chiacchio  
Director, Division of Revenue

**STATE OF NEW JERSEY  
BUSINESS REGISTRATION CERTIFICATE  
FOR STATE AGENCY AND CASINO SERVICE CONTRACTORS**

DEPARTMENT OF TREASURY/  
DIVISION OF REVENUE  
PO BOX 252  
TRENTON, N J 08646-0252

**TAXPAYER NAME:**

**HARBOR CONSULTANTS, INC.**

**TAXPAYER IDENTIFICATION#**

**222-673-191/000**

**ADDRESS**

**320 NORTH AVE  
CRANFORD NJ 07016**

**EFFECTIVE DATE:**

**10/03/85**

**FORM-BRC(08-01)**

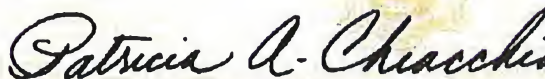
**TRADE NAME:**

**CONTRACTOR CERTIFICATION#**

**0105464**

**ISSUANCE DATE:**

**10/25/01**



Director, Division of Revenue

This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.



# CERTIFICATE OF EMPLOYEE INFORMATION REPORT

## RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of

15-SEP-2014 to 15-SEP-2021

HARBOR CONSULTANTS INC.  
320 NORTH AVENUE EAST  
CRANFORD NJ 07016



A handwritten signature in black ink, appearing to read "A. Sidamon-Eristoff", is written over the seal of the State Treasurer.

Andrew P. Sidamon-Eristoff  
State Treasurer

# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Harbor Consultants Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

320 North Avenue East

6 City, state, and ZIP code

Cranford NJ 07016

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

2 2 - 2 6 7 3 1 9 1

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

11-26-18

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.